

Board of Education Minutes - December 2015

Minutes from December 1, 2015 Board of Education Meeting

1. OPENING PRAYER (10 minutes) – “A Board Member’s Prayer”
2. ROLL CALL – Msgr. Parizek, Chad Steimle, Jennifer Wemhoff, Pat Archer, Lisa Stachula, Heather Egger, Jen Flynn, Peter Schuster, Korby Jackson, Brock Harris, Melissa Zeimet, Zeke Mientkiewicz.
3. ACCEPTANCE OF AGENDA – Approved.
4. READING AND APPROVAL OF MINUTES OF November 3, 2015 - Approved
5. COMMENTS FROM AUDIENCE and OPEN FORUM – None
6. UNFINISHED BUSINESS – None
7. ADMINISTRATIVE REPORTS (Written reports pre-submitted):
 - a. Principal of JFK (Chad)
 - i. Items for Board Action:
 1. Dismissal time on December 22nd –

It looks like the DCSD teachers’ union filed a grievance against the district regarding December 22nd. With the later start this year, the last day before Christmas break is not the end of the quarter. The DCSD calendar, therefore, did not have an early dismissal on the 22nd. It did, however, have an early dismissal on the end of the 2nd quarter, January 15th. The teachers’ master contract must have a clause for the last day before Christmas break to be a two hour early dismissal for students with one hour for teachers to do “report cards/grading activities.” The DCSD will be in the process of making the calendar adjustment for a 2 hour early dismissal on the 22nd. The bus company has indicated that it is assuming we will do the 2 hour early dismissal as well unless they hear otherwise. All Saints has already agreed to the early dismissal, and the SPS principal seemed to be in favor of it as well. We will have to determine what we’d like to do for JFK.

Brock Harris made the motion to dismiss 2 hours early and maintain bus transportation, Heather Egger seconded the motion; the board as a whole agreed.
 2. Extended time change for PS –

The September 2015 guidelines for the use of SWVPP-4 funds are broader than the last set of guidelines. However, they also seem to indicate that we cannot charge either a registration fee or an extra time fee. We currently collect about \$7,200 in extra time fees. Based upon clarification with the DCSD, which controls the purse strings, it seems as if we could continue to charge a fee for our additional time as long as we make parents aware that preschool is officially done earlier, and they can pick up their child at the earlier time. The extended time would have to be entirely voluntary.

 - a. DCSD:
 - i. 3 yr old full day (8-2): \$121/week 30 hrs/week
 - ii. 3 yr old part day (8-11 or 11:30-2:30): \$61/week 15 hrs/week
 - iii. 4 yr old full day (8-2): \$71/ week 30 hrs/week
 - iv. 4 yr old part day (8-11 or 11:30-2:30): \$ 25/week 15 hrs/week
 - v. DCSD will continue with this extra time fee, and it is considered optional and called “wraparound.”
 - vi. Additional wraparound care: \$ 45/week
 - b. JFK
 - i. 3 yrTTh (7:45-10:15): 5 hrs/week
 - ii. 4 yrMWF am (7:45-11:30 M/F & 7:45-11:20 W): \$40/year 11.08 hrs/week
 - iii. 4 yrM-F am (7:45-10:25): \$130/year 13.33 hrs/week
 - iv. 4 yrM-F pm (12:25-3:00 MTThF& 11:55-2:00 W): \$95/year 12.42 hrs/week
 - c. SPS
 - i. 3 yr MW or TTh (2.5 hrs per day) 5 hrs/week
 - ii. 4 yrMTThF (no W. 2.75 hrs per day) \$200/year 11 hrs/week
 - iii. 4/5 PK MTThF (2.92 hrs per day) \$1960/year 11.68 hrs/week
 - d. ASCS
 - i. 4 yr M-F (2.5 hrs per day) No addl charge 12.5 hrs/week
 - e. LCS

Board discussion resulted in no change at this time.

**Principal's Report to the Board of Education
December 1, 2015**

Facilitator of Faith Community:

1. All school Masses take place each Friday. We will have a special activity as we celebrate the Feast of Our Lady of Guadalupe.

Ethical Leadership:

1. Two situations with custody issues involving grandparents, legal guardians, and step parents have become rather complicated, and we've been accused by the grandparents of acting without "having the whole story" from the grandparents' perspective. Grandparents do not have ANY independent rights of access to their grandchildren or of access to information about their grandchildren regardless of who is paying the tuition bill or who is "raising" the child. In one of the situations, the step parent said that the custodial parent explicitly "forbid" us from contact with the grandparents. In this situation, the grandparents now have custodial rights. In another situation, as in the past, we have had a custodial parent sign a form authorizing us to speak to grandparents about students.

2. Another example of a complicated situation where tuition comes into play is the following:

- a. Mom and dad are divorced, and each retains parental rights
- b. Neither mom, dad, nor child are Catholic
- c. Mom marries a Catholic member of OLV. A step-parent has no legal rights regarding the child, except permissions granted by a custodial parent.
- d. The child is enrolled at JFK
- e. What is the tuition rate as neither custodial parent is a Catholic parishioner of OLV?

Leadership of School Culture and Instruction

1. The DE is moving its district/school accreditation system to an MTSS mode of "differentiated accountability" as well. It will be based off of "healthy indicators" in the areas of assessment and data based decision-making, universal instruction, targeted and intensive services, leadership, and infrastructure. The pilot for 2015-16 only looks at the first two items in regards to four data points of PK-6 literacy using universal screening and progress monitoring data:

- i. Percent of students assessed with a valid and reliable universal screener
- ii. Percent of students not meeting benchmark assessed with a valid and reliable progress monitoring assessment
- iii. Percent of students at benchmark on universal screening assessment
- iv. Percent of students beginning the year at benchmark who remain at benchmark

According to the results and the rubric, districts/schools can fall into one of three categories: universal (things are going well; just regular support is needed), targeted support needed, or intensive support needed. Although not part of the pilot, we ran our numbers through the rubric, and JFK would be at the universal level.

2. Beth Roland, our AEA MTSS external coach, will also help with classroom observations focusing on the posting/communication of student learning goals and student engagement techniques, areas that are shifting into their implementation phases after study last year. (See the separate observation tool)

3. Jenny Lenger and Brittany Willows, both working as para-educators/aides and involved in our childcare services, will be moving over Christmas break. We have one person, so far, willing to take a position. However, we have always struggled to fill a full-time aide position that goes until 5:30 in the evening and includes non-school days during the school year and summers. Filling the positions may necessitate the restructuring of up to nine people's schedules, if we cannot find a qualified individual to take over what Brittany is currently doing.

4. We did have a younger sibling in a family test at the Limited English Proficiency level this fall. (The older child was never considered an English Learner student.) We currently, then, have one K-2 student and two 6-8 students who are considered EL students. We also have one 6-8 student who has transitioned to from an EL student to just being monitored.

5. JFK will again participate in John Deere's "Introduce a Girl to Engineering." We have approached Deere representatives about something for boys as we had 100% of the 8th grade girls participating, and it's difficult to have regular classes when 50% of the class is absent. We have a couple of other ideas for boys if Deere doesn't come through with something.

6. St. Paul's will lead the Scott County Catholic elementary schools in a search for new science materials aligned to the Next Generation Science Standards. (Julie Delaney, principal of SPS, is a former science teacher.)

However, my science contacts indicate that 2016-17 may be too early to adopt materials as they are still under development. Iowa's decision to delineate grade level specifications for 6th, 7th, and 8th grades rather than the original 6th-8th grade span may create some challenges for which publishers may not have a good solution.

Managerial Leadership:

1. Below is a summary of what we anticipate in rebates for the lighting project. It wasn't quite as good as we had budgeted as the budget was based off of the total cost and applied the 70% rebate to that total. In reality, the rebate was based upon the type of fixture/light and the labor associated with each type. Because our labor costs were so low with one type, we couldn't maximize the rebate available. (That was the bulk of the work.) For another type, the labor was all outsourced, and costs exceeded the maximum rebate.

	Actual (although still projected as the rebate has not been received)	Budgeted in June
Total cost of the Project	\$56,957	\$55,250
Rebates	\$34,496	\$38,675
Our Net Cost	\$22,461	\$16,575

2. Dawn Henning, Meredith Ash, and I are preparing for the state lunch program site visit, which is in February. Prior to the visit, there are numerous questions to be answered and forms to be submitted online.

Public Relations Leadership:

1. The Annual Progress Report to the Community was distributed.
2. I submitted information for The Catholic Messenger regarding our enrollment growth. (See below.) A photographer was also on campus. The article will probably run within the next two weeks.
3. Angie Hillebrand and I are running the "No Gala Gala." We've had four online auctions with mixed success. A "stuffer" was in the bulletin the weekend of November 21/22. A mailing has been sent to all parishioners. The envelope will be printed with a "deadline extended" type of message as the flyer inadvertently had a date by which donations were requested that has now passed. A schedule for about a dozen auction items has been created for December. What we anticipate to be of larger interest will be auctioned Friday-Monday, then we'll have a one day auction on Wednesdays. Additional "items" will be auctioned at Spaghetti Supper. We are also working with Trish Gallagher to host a Mardi Gras Mixer to capture some of the social element of the Gala, and there will be additional silent auction items. Finally, there will be a couple of items for which we'll try to build some hype again for online after that time. The No Gala Gala has yielded about \$7,000 so far.

Leadership in Diocesan/Parish Context:

1. Wade DuMond from KwikStar has indicated that there is some interest in the rest of their property along Kimberly Road. Until they sell that land, they will not do anything with any other parts of their property as they don't know how much someone may be interested in purchasing. He anticipates that they could be a couple years away from knowing what's going to happen with the rest of the land they own.

Respectfully submitted by Chad C. Steimle

Faith Formation –Religious Education Director

**Faith Formation November 2015 Report
Submitted by Jennifer Wemhoff, DRE**

1. Providing faith formation, religious education and sacramental preparation for K-8 students and their parents. Preparing Generations of Faith events and communications for Family Faith Formation suitable for K-8.

- a) First Reconciliation is scheduled for Thursday, December 3 at 6:15 PM.
- b) The Faith Formation family advent event will be held Wednesday December 16. I am planning a Christmas/Advent scavenger hunt for the students and their families. Refreshments will be served after the event.
- c) "Let It Shine" light bulbs were sent home with all K-8 JFK students and FF students this week. All the bulbs will be on display outside of the office.

2. Directing and supervising K-8 sacramental preparation: Reconciliation, Eucharist, and Confirmation in collaboration with Coordinator.

a) The NET team has been scheduled for December 14 for the 7th grade retreat. Time of the retreat is 4:00 -8:30 PM.

3. On-going support and collaboration with PAFF and Youth Minister for the development of the calendar and intergenerational events.

a) Attended NCYC in Indianapolis, IN November 19 – 22 as a chaperone.

4. Recruiting, enabling, and supervising catechists and other volunteer personnel for Faith Formation. K-8

a.) I subbed in various Faith Formation classes when the regular catechists were unavailable.

b.) I planned the MORE meeting held at Our Lady of Victory on November 17.

Pastoral Associate for Faith Formation: Trish Gallagher November 2015 Report

Position Purpose: Oversees life- long learning curriculum plan for Parish- wide Faith Formation efforts, and assists Pastor specifically in the following areas:

ADULT FAITH FORMATION Fall 2015

Catholic 101: Outreach for questions for Catholics who wish an adult updating.

Retreat: Hoping for another Mystery of God retreat before Lent (not yet scheduled).

Panning to restart "Movies with Meaning: with the Year of Mercy selections.

SACRAMENTAL PREP 2015-16

RCIA: Leader for adults 3 in process, 2 more for Confirmation RCIC for youth, 5 plus 2 in JFK

LITURGY ASSISTANT 2015-16

Assisting chairs for Back to Basics workshop: fulfills OLV Ministry Policy 2010 for on-going education and ministry support.

FAMILY LIFE and Generations of Faith support:

2015-16 Mardi Gras (Families of Mercy and Forgiveness)

Catechetical Ministry –

- Updating NCYC info. Prepared for upcoming NCYC trip
- Sent out information to get helpers for Bazaar
- Assisted Zeke with NCYC

Confirmation Coordinator

- Help Jennifer prepare for 1st Reconciliation
- Sent out information to 7th Grade parents for NET Retreat

Respectfully submitted by Lisa Willows

Youth Ministry

Our Lady of Victory Youth Ministry

Report to the JFK School Board

December 1st 2015

Our Lady of Victory Youth Ministry Mission Statement

Our Lady of Victory Youth Ministry is dedicated to assist all youth to grow in faith and love of Jesus. We strive to teach all youth to live as Disciples of Christ and participate in the life, mission and work of our Universal Catholic Church. As inspired by the Holy Spirit, Youth Ministry promotes the sharing of gifts and blessings with those in need.

The Ministry of Evangelization

- Our Lady of Youth Ministry took forty teens and seven chaperones to the National Catholic Youth Conference, which lasted from November 19th through the 21st.
- This is one down from what I reported last month. At the time of the report, we had forgotten to remove a participant who dropped out from the list.
- I have been thanked by a number of teens for the opportunity. In addition, I several teens greatly appreciated going to a place where "It was OK to be Catholic"

The Ministry of Catechesis

- Our search for Junior-High Youth Night volunteers had gained some results. Currently we have around five people who were interested in helping out with Youth Nights. I will be contacting them this week to discuss

when and how we will conduct these events.

o I plan to focus on the themes of discipleship, encounter, and service during these youth nights. Due to NCYC and the Thanksgiving Break we were only able to host two high school youth night during November. We discussed humility and inculturation. In addition, we finalized our planning for NCYC

The Ministry of Stewardship

- Youth Ministry participated in the Optimist Club's Avenue of Flags event for Veteran's Day. We placed over eighty flags and collected close to \$350 from this event.
 - Planning for the St. Nick's Breakfast this weekend has developed well. I have started using an online sign-up for volunteers and donations. Currently, we have 18 of the spots filled for volunteers. We still need a number of donated items, and more volunteers would be much appreciated.
 - o We have already placed orders for several of our supplies, and will be purchasing the rest later this week.
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7. COMMITTEE REPORTS AND COMMUNICATIONS

a. Generations of Faith Committee – None

b. Finance Committee –

Item for Board Discussion: Tuition for 2016-17

The finance committee of the board will meet on December 7th. Members are Jennifer Flynn, Pat Archer, Joe Creen, Brian Schubert, John Nagle, Anna Thissen, Emily Serrano, Patty Stevens, Terry Wendl, Teri Overton, Tom Brus, and me. Some of the topics include the following:

- a. Tuition rates
- b. Other program rates
- c. Salaries and benefits
- d. Salary goals for non-teaching staff
- e. Summer childcare
- f. Intensive summer reading program
- g. Fund-raising

Board Discussed tuition increase, teetering toward a 5 % increase no more, more discussion to come.

c. Nominating Committee – None

d. Policy Committee

The policy committee met in November to review about 1/3 of our parent/student handbook policies.

Members are the following:

- a. Parents: Tammy Nagle, Vicki Saxton, Katrina Simpson Andybur, Jody Mucciarone
- b. Board members: Pat Archer, Jenn Flynn, Peter Schuster
- c. Staff members: Chad Steimle, Dawn Henning, Karen Youngerman, Kitty Temming, Julie Bauer

e. Strategic Planning Committee – DASA not approved yet.

f. School Improvement Advisory Committee

i. Item for Board Action: Vote on SIAC Membership

The School Improvement Advisory Council, also serving as the wellness committee, will meet December 17th to review our wellness policy and goals. SIAC membership needs board approval. Members this year are the following:

- a. Staff: Chad Steimle, Kitty Temming, Linda Vogel, Meredith Ash, Sara Tilkens
- b. Board members: Heather Egger, Brock Harris, Msgr. Parizek
- c. Parents: Dan Zeimet, Tammy Nagle, Paula Schmitt, Amy Weiman
- d. Community members: Molly Crosby, Linda Prior, Dan Laubenthal, Mary Toohill
- e. Past students: Mareena Ray, Hannah King, Peter Wemhoff, Lindsay Stratman
- f. Current Students: Sam Hirst, Danny Scordato, Joey Byrne, Maggie Overturf

Board discussed; Jen Flynn made the motion to approve council members, Lisa Stachula second the motion; all board members approved.

g. Market/Public Relations Committee

The marketing committee meeting met right before the board meeting. See separate documents at the end of minutes.

h. Grant Writing Committee

The grant committee met and discussed projects, priorities, likelihood of the projects for grant, etc. Please see separate document. Scott Sweeney, Dianne Siefers, and I have begun to acquire more/better information and quotes for several projects on the list.

i. Parish Council (rotating per schedule) 4th Tuesday of each month 7:00 pm

August – Pat February – Brock
September – Lisa March – Jen
October – Todd April – Heather
November – Mike May- Korby
January – Peter June - Peter

• Chad reported:

Parish Council:

- i. Discussed options for the “white house” and agreed to proceed with a plan to rent it to a parishioner’s family.
- ii. Discussed the parishioner appreciation dinner

j. Finance Council

• Chad reported:

Finance Council:

- i. The Council looked at an analysis of first quarter envelope giving this year compared to last year. It is almost identical, including a near match of the number of families who gave something last year’s first quarter and nothing this year with those who gave nothing last year and now gave something this year. Overall, it provides further evidence of no growth in envelope giving.
- ii. The Council looked at an analysis of energy usage and costs comparing five months last year with five months this year. The analysis included both usage and rate changes. Overall energy costs are down about 4.25%.
- iii. The final roof project bills were paid. The total cost was about \$227,000. We have “maxed” out the available loan as Ken was a little nervous about needing funds on hand for cash flow. He hopes to make a nice size payment on the loan in January. However, there was also some mild concern about future debt payment, given the lack of revenue growth.
- iv. The ADA is currently about \$25,000 short of goal. In comparison to other parishes at this time, we are 3% closer to our goal (about 80% compared to the diocesan average of about 77%), but other parishes have 3% more parishioner participation.
- v. The process for completing the 1% discretionary contribution to employees’ 401(k) plans approved by the board and finance council in June is coming to a conclusion. Being the first diocesan entity to do it in a “profit sharing” type of approach acknowledging past work caused a large learning curve both on our part and on the diocese’s part. (It’s a diocesan 401(k) plan). Whether this “profit sharing” process is worth the effort to be done again has been asked at the last two Council meetings. The answer is probably that had we known how much work it was going to be before we did it, the answer would have been “no” However, now that we’ve done it, we have everything in place to do it again.

k. Building & Grounds

Northeast side of Parish Center flooded looking into repairs; discussed buying new tables that are not so heavy to setup and move.

l. Athletic Club – JFK Band Boosters –

Chad reported

I attended the Band Boosters’, Athletic Club, and Home & School meetings. Band Boosters discussed eight fund-raisers, an idea to use AHS facilities for the spring band concert, and how to control “unruly/loud” children and adults in the back during band concerts. Athletic Club discussed its trivia night. H & S discussed the Pumpkin Run, past expenditures, other fundraising ideas, and future events

m. Assumption High School

Pat Archer reported for Matt Henning:

Assumption finished 2nd place in the Student Hunger Drive behind Alleman. They collected 21,000 lbs of food, averaging 46 lbs/student.

Assumption Choir will provide the music on Sunday December 6th at St. Paul’s Advent mass.

4:45 – Prelude

5:00 - Advent Service Begins

All are welcome to attend.

n. Scott County Catholic School Advisory Board

Chad reported

I attended the Scott County Catholic School Advisory Board’s Marketing Committee meeting. Information for a new brochure/pamphlet featuring all of our schools and student tuition assistance was submitted

o. Ad Hoc Committee –

Assumption Attendance Ad Hoc Committee

Chad reported

I attended the JFK matriculation to AHS ad hoc committee meeting. The survey results are in two separate documents. When “rollover” occurred in the student information system this year, the program deleted all contact information for past graduates unless there was still a sibling at JFK. There are only 34 responses out of a possible 140 (24%) for past graduates of the last four years. The other survey went to current 5th-8th grade families. The response rate was 48% (89 out of a possible 184). Andy Craig, AHS president, was also at the meeting. Action items are listed below:

- a. Invite AHS rep to kindergarten round-up to explain family tuition plan.
- b. Have a spring meeting for families with reps from AHS available to help families with the FTP application.
- c. Help AHS identify “pivot” students and at a younger age.
- d. Have current AHS/JFK families host a social for future potential AHS/JFK families
- e. Consider requiring FTP applications to be submitted by all families
- f. Distribute communications, including testimonials, from AHS

Fundraising Committee

Chad reported

I attended the ad hoc committee regarding JFK fundraising. I also provided the committee with some background information and additional context. See separate document at the end of minutes.

8. NEW BUSINESS:

- a. Replacement of board secretary – Lisa Stachula will replace Jen Flynn as secretary.

9. PASTOR'S NOTES

FTP comes from STO still 30 days to donate and get tax deduction; its 100% deductible

10. CLOSING PRAYER

Next Regular Meeting: January 6, 2016

BOE's Rep to Parish Council in February: Brock Harris
(No Parish Council meeting in January)